

**ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

**COMPENSATION FOR INJURY**

**Confidentiality**

Medical information and records related to an individual's claim are confidential and should not be discussed unless the information exchange is necessary to obtain medical assistance or to process the required documentation.

**Coverage**

The State of Alaska Worker's Compensation Act provides for compensation and/or medical care for state employees who sustain injuries related to the performance of his/her duty. This includes off-shift hours when assigned to an incident or staging area or when in travel status. State of Alaska employees, including EFF, are covered by State of Alaska Worker's Compensation, even when on a federal fire, disaster, or on assignment to the Lower 48. The Incident Agency is ultimately responsible for ensuring that compensation for injury cases are properly handled.

**Provider**

The worker's compensation insurance adjuster for State of Alaska employees is:

***Harbor Adjustment Services  
1900 West Benson Blvd. Suite 101  
Anchorage, AK 99517  
Phone: (907) 277-1377  
Toll Free: 1-800-478-1377  
Fax: (907) 277-4143  
[Doa.drm.has@alaska.gov](mailto:Doa.drm.has@alaska.gov)***

**Work Injuries/Illnesses Generally Covered**

- Accidental injury arising out of, or in the course of, employment
- Breakage of prosthetic devices which function as part of the body such as eyeglasses/contact lenses, hearing aids, or dentures as a direct result of duty performance, e.g., a limb falls and breaks an employee's glasses
- Occupational diseases or infections such as dermatitis due to plant poison or chemical irritant or excessive smoke inhalation on a fireline
- Injury caused by the willful act of a third person directed against an employee because of his employment

**Conditions Which May Void Coverage of Worker's Compensation**

- Willful misconduct of employee
- Injuries or death of an employee caused by their intention to bring about the injury or death of themselves or another person
- Intoxication of the injured employee
- Being under the influence of an illegal drug or the misuse of prescribed drugs

ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK

## Filing Procedures and Responsibilities

*The Division, (incident/Area) must report any event involving death or in-patient hospitalization to the Regional Forester and the Division's Safety Officer within 8 hours.*

The State of Alaska uses the State of Alaska Department of Labor's "Report of Occupational Injury or Illness" (Form 07-6101), and the State of Alaska's "Supervisor's Accident Investigation Report" (Form 02-932, the form # does not appear on the blank form at the end of the chapter) to document work-related injuries and illnesses. When an employee has been, or claims to have been, injured or becomes ill from work-related causes, Form 07-6101 must be completed and submitted **immediately** to the applicable Finance Section, Area Admin, or Regional Admin. Failure to file Form 07-6101 within the required time may subject the Area/Region's operating budget to a penalty equal to 20% of the amount of compensation payable to the injured employee. An employee may file one of these reports at any time. No one has the authority to deny an employee the right to file.

See that copies of the Form 07-6101 and Form 02-932 (Supervisor's Accident Investigation Report) are faxed immediately to the employee's home unit. Copies are also provided to the Division of Forestry's Safety Officer.

At no time should employees comment on the likelihood of a claim being covered other than to inform the injured or ill party of their financial liability if the claim is determined not to be work related.

Final determination of work-related validity is the responsibility of the Adjustor. It is important that an employee is forewarned that they may be liable for any medical costs incurred if the injury/illness is determined NOT to be work-related. After learning an employee has been, or claims to have been, injured, Form 07-6101 must be completed and submitted **immediately** to the applicable Finance Section, Area Admin, or Regional Admin. If an employee chooses not to file, the supervisor may file on the employee's behalf, relaying whatever information is available to them.

## Completion of the State of Alaska Report of Occupational Injury or Illness Form 07-6101

- Block 26 (date returned to work) - Make sure this block is completed. If the employee did not leave work or returned to work the next day without additional time off, write in "no time loss."
- Fill in all the blanks, even if it means putting "not applicable" or "NA."

### Injured/ill Employee's Responsibility

- Obtain first aid or medical treatment immediately and notify their supervisor.
- Complete the "Employee's Notice to Employer" section of Form 07-6101 Report of Occupational Injury or Illness, page 11 of this chapter.

### Incident Supervisor's Responsibility

- Be sure the employee has been provided first aid and/or medical treatment if needed.

**ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

- Assure the completion of the employer portion of Form 07-6101 by the appropriate supervisor, finance unit, or agency admin unit.

The supervisor must complete a Supervisor's Accident Investigation Report (Form 02-932, see page 12) **IF:**

- the supervisor doubts the validity of the employee's claim
- there are obvious ambiguities
- a serious accident has occurred
- a death is involved

This form should be submitted with the original **Report of Occupational Injury or Illness Form** to the Finance Section, Area, or Regional Admin, whichever is applicable.

### **Chugachmiut Crews**

Report of Occupational Injury or Illness forms for Chugachmiut crews will be completed to the extent we are aware of the information. This form along with any physician's duty status reports or medic forms from the incident will be faxed to Chugachmiut to the attention of Phyllis Wimberley at 907-743-0644 and then mailed to:

Phyllis Wimberley  
Chugachmiut Human Resources  
1840 Bragaw St. Suite 110  
Anchorage, AK 99508-3463

Any questions during normal work hours should go to Phyllis at 907-334-0142. After hours or on weekends, please call Charlie Sink at 907-907-529-7910.

### **Emergency Medical Care**

Emergency medical care should be obtained from the nearest qualified physician or hospital. Employees will be responsible for all medical expenses if the injury/illness is not covered by worker's compensation. Before leaving the medical treatment facility, the employee or accompanying Admin will need to obtain a doctor's work release. If the employee does not receive a full release, any restrictions or limitations should be provided by the doctor in writing. Employees will not be allowed to return to work without the doctor's written release to work.

### **Prescriptions**

All employees should bring with them enough of their prescribed medication to last the entire assignment. Situations arise where it is necessary to obtain a prescription while on an incident due to injury or illness. The employee will be responsible for the charges if the adjustor determines the injury or illness is not work-related. If the work relatedness of the injury or illness is questionable, the medications are charged to the employee's commissary. The employee can seek reimbursement from the adjustor.

**ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

Prescriptions can be paid for as follows:

- Injured employee pays up front and seeks reimbursement from adjustors
- Pharmacy direct-bills the respective Area/Region which then charges the cost to the employee as a commissary item
- Pharmacy charges the adjustor directly (if not work-related, employee will be responsible for the charges)

### **State of Alaska Crews or Employees on Outside Assignment**

Federal Agency Provided Medical Care (APMC) may be utilized for State of Alaska employees and crews on a federal or out-of-state assignment. Refer to the Interagency Incident Business Management Handbook for explanation of APMC coverage and forms required.

All State of Alaska employees must fill out the Report of Occupational Injury or Illness form if they seek any medical treatment, have a work-related injury or illness, or use APMC. If APMC is utilized, the Report of Occupational Injury or Illness should clearly specify at the top, “**APMC UTILIZED**” to avoid duplicate payment. Any federal or medical forms filled out (i.e. physician’s statement) should be attached to the original Report of Occupational Injury or Illness and sent immediately to the respective Area or Regional administrative personnel.

### **Authorization Letter from the Director of the Division of Forestry**

The intent of this letter is to show Canadian authorities, and Canadian medical providers that State of Alaska Workers Compensation will cover Alaskan crews and overhead on fires in Canada for work-related injuries or illnesses.

This letter should be offered to a provider only when treatment is refused for a truly work-related injury or illness. If treatment is refused due to payment method, there are three choices:

- The employee can pay and request reimbursement from the State’s adjustor.
- The Supervisor or Agency Admin can charge it on a One Card, then charge the employee’s commissary.
- The employee or Supervisor/Agency Administrator can contact the State’s workers’ comp adjustor directly at 800-478-1377.

If there are any questions, contact the home unit’s Regional Administrative Officer:

- Northern Region Admin in Fairbanks is Karen Gordon at (907) 451-2662
- Coastal Region Admin in Palmer is Michelle Demaline at (907) 761-6205

### **Non-work-related Medical Treatment for Alaska Natives (including American Indians)**

Prior to seeking treatment, be sure to notify the employee that:

- Worker’s compensation does not cover non-work-related medical treatment.
- Their contract health organization will only cover emergency care.
- The employee may ultimately be responsible for all expenses incurred.

**ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

In addition, the two contract health agencies, ANMC and Tanana Chiefs, have very strict guidelines for what they will cover and what they won't.

Documents with these guidelines can be found on pages 13 and 14. Please refer to the crew list on pages 9 & 10 of this chapter to determine which agency is medically responsible for the employee.

If a non-work-related injury, illness, dental problem interferes with the capacity to work, and medical attention is warranted, reasonable effort should be made to find the closest Indian Health Care provider where services may be obtained. Call the provider to be certain the employee's visit will be covered. If not, a non-Indian Health Care Provider, dentist or doctor can be utilized, but the charge for the visit and any medications or prosthetic devices will be paid by the employee, or paid by One Card or other means, and deducted from the employee's pay via commissary.

A Report of Occupational Injury or Illness must be completed and submitted.

When receiving treatment by a non-Indian Health Services Provider, or as soon as possible afterwards, contact the Tanana Chiefs Contract Health or the Alaska Native Medical Center Contract, depending on the residence of the employee, to notify them of the treatment being provided to their client to see if the treatment will be covered by ANMC or TCC. If the medical treatment is being sought on a weekend or after hours, call the appropriate Native health agency at the numbers shown below as soon as possible during their normal business hours. Both contract health agencies in Alaska will only pay for emergency medical treatment.

Tanana Chiefs Contract Health

(907) 451-6682, ext. 3613 or 1-800-770-8254, ext. 3613

Alaska Native Medical Center Contract Health

(907) 563-2662 or 1-800 478-1636

**Non-work-related Medical Treatment for Non-Natives**

If the employee is not an American Indian or Alaska Native, seek medical treatment in the most practical and expedient manner. The employee should be informed that worker's compensation does not cover non-work-related problems, and they will be responsible for all medical expenses if their claim is denied by the Worker's Compensation Adjustor.

A Report of State of Alaska Report of Occupational Injury or Illness must be completed and submitted.

***Always maintain a copy of all documentation for the final fire package regardless of what agency forms are used.***

**Timekeeping Adjustments**

Normally, pay on the day of injury consists of time worked, including travel to medical treatment, or base wage, whichever is greater.

**ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

**State Compensation for Injury Contacts**

<u>OFFICE</u>	<u>PHONE</u>	<u>PRIMARY</u>	<u>ALTERNATE</u>
COASTAL	(907) 761-6289	Lynn Doscher	RaDonna Turner
AMSO/Palmer	(907) 761-6389	Lisa Burns	Valerie Hendrickson
KKAO/Soldotna	(907) 260-4200	Leana Moore	Carol Prior
SWAO/McGrath	(907) 524-3010	Vacant	Vacant
VCRAO/Glennallen	(907) 822-5534	Laura Hood	Gary Mullen
NORTHERN	(907) 451-2662	Karen Gordon	Jacquelyn Bailey
FAO/Fairbanks	(907) 451-2600	Tina Donahue	K.T. Pyne
DAO/Delta	(907) 895-4225	Joanne Singer	Al Edgren
TAO/Tok	(907) 883-5134	Sandra Gabbard	Jeff Hermanns
SER/Ketchikan	(907) 225-3070	Melinda Byron	Patricia Palkovic
Chugachmiut	(907) 334-0142	Phyllis Wimberley	

**Routing State of Alaska Forms**

*Employee and Supervisor:*

When all required State of Alaska forms have been completed and signed by the employee and supervisor (or other appropriate state representative), the forms will be scanned or faxed to the individual's home unit.

*The Individual's Home Unit:*

The Home Unit will scan the documents to the Regional Office, and from there it will be scanned or faxed to **both**:

**Department of Administration**

Division of Personnel

Kirk Thorsteinson

P.O. Box 110201

Juneau, Alaska 99811

Phone: (907) 465-5052

Fax: (907) 465-5850

Email: [doa.dop.roi@alaska.gov](mailto:doa.dop.roi@alaska.gov)

**Division Safety Officer** (with ANY personally identifying information blacked out)

Rocky Ansell

101 Airport Rd.

Palmer, AK 99645

Phone: (907) 761-6247

Fax: (907) 761-6273

**State of Alaska employee's Regional Office always gets the original paperwork. From there it will be routed to the Division of Personnel.**

It is advisable to keep a fax confirmation with the paperwork copies.

**ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

### **Federal Worker's Compensation Claims Distribution**

Financial Services (located at BLM-AFS on Ft. Wainwright) coordinates federal worker's compensation claims for Alaska BLM employees. Financial Services may coordinate claims for other federal employees (Forest Service, Fish and Wildlife, etc.) if they receive treatment in Fairbanks, or if requested to do so by an Incident Management Team or host agency.

For BLM-Alaska Fire Service employees, fax the relevant forms to AFS – Financial Services within 48 hours. Staple the appropriate original federal compensation for injury documentation (CA-1, CA-2, or CA-16) to the federal employee's original timesheet.

Alaska Fire Service  
Financial Services  
P.O. Box 35005  
Ft. Wainwright, AK 99703  
(907) 356-5780  
(907) 356-5784 (fax)

#### Other BLM Employees

Fax the forms to the home unit within 48 hours.

#### US Forest Service

Fax and mail the original to:  
US Forest Service, ASC-HRM-Annex  
Attn: Workers' Compensation  
3900 Masthead St. NE  
Albuquerque, NM 87109

If any questions please call the Forest Service Workers' Comp office at 877-372-7248 and press 2, option 5, during the hours of 7am and 6pm, Monday through Friday, Mountain Time. Their emergency and after hours number is 505-280-7691. Their fax number is 866-339-8583.

Additionally, if a USFS employee is seriously injured, please call the following in descending order until contact is made:

1. Ron Knowles (907) 230-4945
2. Gary Lehnhausen (907) 230-4106
3. Troy Hagan (907) 242-8582
4. Bobbi Scopa (503) 915-8725
5. David Summer (503) 703-4334
6. Ken Snell (503) 804-9786

ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK

# State of Alaska

Department of Natural Resources  
Division of Forestry  
Northern Regional Office

**Sean Parnell, Governor**

3700 Airport Way  
Fairbanks, Alaska 99709-4699  
Phone: (907) 451-2660  
Fax: (907) 451-2690

Date: \_\_\_\_\_

To Health Care Provider

The following individual is a State of Alaska employee on an incident assignment. This letter is your authorization to provide treatment for any potential worker's compensation injuries or illnesses.

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

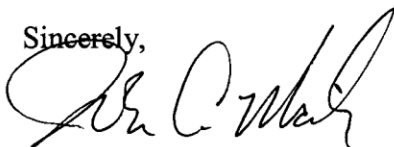
Please provide the necessary care to this employee and submit invoices/bills to:

Harbor Adjustment Services  
1900 West Benson Blvd. Suite 101  
Anchorage, AK 99517  
Phone: (907) 277-1377  
Toll Free: 1-800-478-1377  
Fax: (907) 277-4143

If you have any questions regarding State of Alaska employees, call:  
Northern Region Administrative Assistance at 907-451-2662  
Coastal Region Administrative Assistance at 907-761-6205

Your assistance is greatly appreciated.

Sincerely,



John "Chris" Maisch  
State Forester



**ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

**DESIGNATED INTERAGENCY EFF CREW LIST**

<b>LOCATION</b>	<b>NATIVE MEDICAL CLINIC</b>	<b>AGENCY</b>	<b>REGION OR AREA OFFICE</b>	<b>3-LETTER DESIGNATION</b>
Allakaket/Alatna	TCC	AFS	TAD	AET
Ambler	ANMC	AFS	GAD	ABL
Aniak	TCC	DOF	SWS	ANI
Beaver	TCC	AFS	UYD	WBQ
Buckland	ANMC	AFS	GAD	7K5
Chalkyitsik	TCC	AFS	UYD	CIK
Chevak	ANMC	DOF	SWS	VAK
Copper River	ANMC	DOF	CRS	GKN
Delta	TCC	DOF	DAS	BIG
Eagle	TCC	AFS	UYD	EAA
Fairbanks	TCC	DOF	FAS	FAI
Ft. Yukon	TCC	AFS	UYD	FYU
Galena	TCC	AFS	GAD	GAL
Grayling	ANMC	AFS	GAD	KGX
Holy Cross	ANMC	AFS	GAD	4Z4
Hooper Bay	ANMC	DOF	SWS	HPB
Hughes	TCC	AFS	TAD	HUS
Huslia	TCC	AFS	GAD	HSL
Kalskag, Lower	ANMC	DOF	SWS	KLG
Kalskag, Upper	ANMC	DOF	SWS	KLG
Kaltag	TCC	AFS	GAD	KAL
Kenai	ANMC	DOF	KKS	ENA
Kiana	ANMC	AFS	GAD	IAN
Koyuk	ANMC	AFS	GAD	KKA
Koyukuk	TCC	AFS	GAD	KYU
Marshall	ANMC	AFS	GAD	MLL
Mat-Su	ANMC	DOF	MSS	PAQ
McGrath	ANMC	DOF	SWS	MCG
Mentasta	ANMC	DOF	TAS	MEN
Minto	TCC	AFS	TAD	51Z
Mt. Village	ANMC	AFS	GAD	MOU
Nenana	TCC	DOF	FAS	ENN
Nikolai	TCC	DOF	SWS	5NI
Nondalton	ANMC	DOF	SWS	5NN
Noorvik	ANMC	AFS	GAD	ORV
Northway	TCC	DOF	TAS	ORT
Nulato	TCC	AFS	GAD	NUL

**ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

**DESIGNATED INTERAGENCY EFF CREW LIST**

<b>LOCATION</b>	<b>NATIVE MEDICAL CLINIC</b>	<b>AGENCY</b>	<b>REGION OR AREA OFFICE</b>	<b>3-LETTER DESIGNATION</b>
Pilot Station	ANMC	AFS	GAD	PST
Ruby	TCC	AFS	GAD	RBY
Scammon Bay	ANMC	DOF	SWS	SCM
Selawik	ANMC	AFS	GAD	WLK
Shageluk	ANMC	DOF	SWS	SHX
Shungnak	ANMC	AFS	GAD	SHG
Sleetmute	ANMC	DOF	SWS	SLQ
Stebbins	ANMC	AFS	GAD	WBB
Stevens Village	TCC	AFS	UYD	SVS
St. Marys	ANMC	AFS	GAD	KSM
St. Michael	ANMC	AFS	GAD	5S8
Tanacross	TCC	DOF	TAS	TSG
Tanana	TCC	AFS	TAD	TAL
Tetlin	TCC	DOF	TAS	3T4
Tok	TCC	DOF	TAS	6K8
Venetie	TCC	AFS	UYD	VEE

**AFS Areas:**

GAD - Galena Zone, Galena      Dispatch: (907) 356-5891      Toll Free: (800) 237-3644  
TAD - Tanana Zone, Tanana      Dispatch: (907) 356-5578      Toll Free: (800) 237-3652  
UYD - Upper Yukon Zone, Fairbanks      Dispatch: (907) 356-5553

**DOF Areas:**

Coastal Region

KKS – Kenai-Kodiak Area, Soldotna      Dispatch: (907) 260-4233  
MSS - Mat-Su Area, Palmer      Dispatch: (907) 761-6240  
SWS - Southwest Area, McGrath      Dispatch: (907) 524-3368

Northern Region

CRS – Valdez-Copper River Area, Glennallen      Dispatch: (907) 822-8627  
DAS - Delta Area, Delta      Dispatch: (907) 895-2107  
FAS - Fairbanks Area, Fairbanks      Dispatch: (907) 451-2626  
TAS - Tok Area, Tok      Dispatch: (907) 883-5134

**Native Medical Clinics:**

TCC – Tanana Chiefs Conference      (800) 478-1636  
ANMC –Alaska Native Medical Center      (800) 770-8251 x 3613

**ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

Alaska Department of Labor and  
Workforce Development  
Alaska Workers' Compensation Board  
P.O. Box 115512, Juneau, AK 99811-5512

**REPORT OF OCCUPATIONAL  
INJURY OR ILLNESS**

AWCB Case Number

**EMPLOYEE:** Answer ALL questions 1-20, sign, and give to your employer immediately.

1. Last Name <b>Smith</b>			First Name <b>John</b>		Initial <b>J.</b>	2. Telephone Number <b>907-451-2660</b>		3. Date of Birth <b>1/20/1950</b>		4. Sex <input checked="" type="checkbox"/> M <input type="checkbox"/> F		5. Social Security Number <b>123-45-6789</b>	
6a. Mailing Address <b>12 My Way Road</b>						7a. Residence Address <b>12 My Way Road</b>							
6b. City <b>Palmer</b>		State <b>AK</b>		ZIP Code <b>99645</b>		7b. City <b>Palmer</b>		State <b>AK</b>		ZIP Code <b>99645</b>			
8. Place (city/town/village/camp) where injury/occupational illness happened <b>Anchor Point, AK</b>						9. Date of Injury or Exposure to Disease <b>6/7/0X</b>				10. On Employer's Premises? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
11. Name and Address of Attending Physician <b>Dr. Henry Thomas 56 Johnson Dr.</b>						12. Hospitalized In-Patient? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				13. Name of Hospital <b>N/A</b>			
City <b>Palmer</b>		State <b>AK</b>		ZIP Code <b>99645</b>		Hospital Address <b>N/A</b>				State		ZIP Code	
14. Describe Part(s) of Body Injured / Nature of Occupational Illness <input type="checkbox"/> Left <input checked="" type="checkbox"/> Right <b>Hand</b>						15a. Describe How the Injury or Illness Happened <b>was unloading truck with crew and</b>							
15b. <b>as I was pulling a box out of a pick-up when adjacent pumpkit fell</b>													
15c. <b>sideways and hit my hand.</b>													
16. To all health care providers: You are authorized to provide my employer (named in box 18), its workers' compensation liability insurance company (box 21), and its claims adjuster (box 22), information concerning any health care advice, testing, treatment, or supplies provided to me for the injury or illness described above in box 14. This information will be used to evaluate my entitlement to receive benefits, including payment of medical benefits, under the Alaska Workers' Compensation Act. This authorization is valid for a one-year period from the date of my signature (box 17a). I know I have a right to receive a copy of this authorization and agree a photographic copy of this authorization is as valid as the original.													
Employee/Patient's signature: <b>John Smith</b>										17a. Date Signed <b>6/7/0X</b>			
17. If Employee Unavailable for Signature, explain circumstances in this space:													

**EMPLOYER:** Review employee 18-20, answer questions 21-49.

18. Employer's Name <b>SOA / Natural Resource</b>						19. Employer's Alaska Address (if different from mailing) <b>Coastal</b>											
20. Employer's Mailing Address (street and number) <b>101 Airport Road</b>						21. Name of Insurer: <b>State of Alaska Self Insurance Program</b>											
20a. City <b>Palmer</b>		State <b>AK</b>		ZIP Code <b>99645</b>		20b. Telephone <b>907-761-2622</b>		22. Full Name of Adjusting Company <b>Harbor Adjustment Services</b>									
23. Date Employer First Knew of Injury <b>6/7/0X</b>			24. Date/Time (a.m./p.m.) Employee Left Work Date <b>6/7/0X</b> Time <b>2:00pm</b>			22a. Mailing Address (street and number) <b>1900 West Benson Blvd. Suite 101</b>											
25. Off work after Injury or Illness? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 3 or more days			26. Date Returned to Work Date <b>6/8/0X</b>			27. Death (Y/N) Date <b>N</b>			22b. City <b>Anchorage</b>			State <b>AK</b>		ZIP <b>99517</b>		22c. Telephone <b>907-271-1371</b>	
28. Location Where Injury or Illness Happened: <b>Anchor Point, AK</b>						29. Employee's Occupation <b>EFF (Emergency Firefighter)</b>						30. Date Hired by Employer <b>5/4/0X</b>					
31. Earnings Calculated By: <input checked="" type="checkbox"/> Hr. <input type="checkbox"/> Day <input type="checkbox"/> Output <input type="checkbox"/> Wk. <input type="checkbox"/> Mo. <input type="checkbox"/> Year			32. Rate of Pay <b>\$11.48/hr</b>			33. Days Employee Works per Week <input type="checkbox"/> 3 or Less <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input checked="" type="checkbox"/> 7			34. Describe Scheduled Days Off <b>0</b>								
35. Workday Began: <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM		36. Employee Paid for day injured or ill? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		37. Employer EIN # <b>92-6001185</b>		38. Give Details of How Injury or Illness Happened <b>John picked up a box out of a pick-up.</b>											
38a. <b>This made another box unstable and it fell on his right hand.</b>																	
39. Injury/Illness Due to Machine Product Failure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			40. Mechanical Guard/Safeguards Provided? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			41. List any machine/substance/object causing injury <b>N/A</b>			42. If Machine, What Part? <b>N/A</b>								
43. Names and Addresses of Witnesses <b>Nikolai Team and Strike Team leader Frank Paul</b>						44. If Injury/Illness Caused by Anyone Besides Employee, Give Name/Address <b>N/A</b>											
PO Box 38 Tok, AK						45. Dependents (in case of death), Names/Addresses <b>N/A</b>											
46. If you Doubt Validity of Injury or Illness, State Reason <b>N/A</b>																	
47. Signature of Authorized Employer Representative <b>Grant Writer</b>						48. Title <b>IC Type III</b>				49. Date Signed <b>6/8/0X</b>							

**WARNING TO EMPLOYEES AND EMPLOYERS:** AS23.30.250 imposes civil penalties for fraud as well as certain false or misleading statements or acts. Criminal penalties for theft by deception (including fines and incarceration) apply to knowingly made false statements, claims, or employee misclassifications.

Distribution: Original – Workers' Compensation Division; Copy – Adjuster; Copy – Employer; Copy – Employee

ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK

STATE OF ALASKA  
SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

Name of Injured/Damaged Equipment/Property \_\_\_\_\_

Job or Activity at Time of Accident \_\_\_\_\_ Date of Accident \_\_\_\_\_

Exact Location \_\_\_\_\_ Time \_\_\_\_\_

1. **WHAT HAPPENED?** \_\_\_\_\_ Tell what the employee was doing, how the accident occurred, and what thing directly injured the employee.  
\_\_\_\_\_  
\_\_\_\_\_

2. **WHY DID IT HAPPEN?** \_\_\_\_\_ Get all the facts by studying the job and situation involved. Use the following factors to help you identify the condition responsible.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **OPERATION FACTORS TO BE CONSIDERED:**  
\_\_\_\_\_ *Proper* *Proper* *People*  
\_\_\_\_\_ **Equipment** **Material**  
\_\_\_\_\_ Selection Selection Selection  
\_\_\_\_\_ Arrangement Placement Placement  
\_\_\_\_\_ Use Handling Training  
\_\_\_\_\_ Maintenance Use Supervision

3. **WHAT SHOULD BE DONE?** \_\_\_\_\_ What action(s) will prevent similar accidents in the future?  
\_\_\_\_\_  
\_\_\_\_\_

4. **WHAT HAVE YOU DONE THUS FAR?** \_\_\_\_\_ Take or recommend action, depending on your authority.  
\_\_\_\_\_  
\_\_\_\_\_

5. **HOW WILL THIS IMPROVE OPERATIONS?** \_\_\_\_\_ How will it help us meet our objective – ACCIDENT PREVENTION?  
\_\_\_\_\_  
\_\_\_\_\_

6. **WHAT IS YOUR ESTIMATED COST OF THIS ACCIDENT?**

Cost of lost wage and medical expenses? .....

Damage to State property or equipment? .....

Damage to third parties, property and people? .....

**TOTAL** \_\_\_\_\_

Investigated By \_\_\_\_\_ Date \_\_\_\_\_

Unit/Division/Department \_\_\_\_\_

FORMS\INVESTIG

**ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**



Dear Traveler:

This letter outlines the required procedures that need to be followed in order for the Alaska Native Medical Center's (ANMC) Contract Health Services (CHS) program to consider authorizing payment for **emergency medical care** while traveling outside the State of Alaska. "**Emergency**" means any medical condition for which immediate medical attention is necessary to prevent the death or serious impairment of the health of an individual. You must maintain Alaska residency and may be required to provide proof that Alaska residency has been maintained. Indian Health Service (IHS) facilities must be utilized when they are available. Prior to departing Alaska, you can verify if there is an IHS facility close to where you will be traveling by checking the web site at "[http://www.ihs.gov/FacilitiesServices/AreaOffices/AreaOffices\\_index.asp](http://www.ihs.gov/FacilitiesServices/AreaOffices/AreaOffices_index.asp)". If you decide not to seek care at an available IHS facility, ANMC CHS will be unable to authorize payment for the medical care.

ANMC CHS must have eligibility documentation (Certificate of Indian Blood or tribal enrollment card issued by a federally recognized tribe) on file at ANMC. If emergent medical care is required, ***CHS must be notified within 72-hours (including weekends and holidays) from the beginning of medical treatment or admission to a health care facility.*** The patient or the patient's family has the ultimate responsibility of notifying CHS by calling (800) 478-1636. During those times the ANMC CHS office is closed you can leave a voice mail message. Leave your full name, date of birth and a contact telephone number. CHS staff will return your call the next business day. ANMC CHS is not an insurance program and does not provide coverage for travelers who are residents of the following service units: Annette Island, Tanana Chiefs Conference, Southeast Alaska Regional Health Consortium, or Ketchikan Indian Corporation.

**Services that shall not be authorized by ANMC Contract Health include:**

Routine obstetrical care.	Medications purchased while traveling.
Routine or emergent dental care.	Inpatient/outpatient mental health services.
Routine/non-emergent care and follow-up appointments.	Inpatient/outpatient substance abuse services.

**You are required to provide, within 30-days, the medical records for all out-of-state medical care you receive. This can be accomplished by signing a release of information form from the facility to ANMC. The records will be reviewed by medical professionals to determine if the care you received is emergent. If upon medical review, the medical care received is considered non-emergent, CHS is unable to authorize payment. If payment is approved, it is the patient or patient's family ultimate responsibility to ensure that CHS receives all claims and applicable insurance information in a timely manner. CHS is unable to authorize payment for delinquent accounts due to untimely submission of claims and/or insurance information.** For those traveling outside the United States, traveler is required to pay up-front for the medical care they receive, must still notify CHS within 72-hours from the beginning of treatment, must still provide CHS with the medical records, and can submit receipts to CHS for reimbursement consideration upon returning to Alaska.

For individuals moving outside the State of Alaska, you are encouraged to register and utilize the services available at the closest IHS facility. You can access the list of IHS facilities on-line at the internet address provided above. ANMC CHS cannot guarantee that you will be eligible to receive services at any of these facilities because each area has its' local policies for determining who is eligible to receive care at that facility. **As a mover, ANMC CHS is only able to provide coverage for emergent medical services for 180-days from the date you left Alaska.**

Lastly, as a traveler or mover, you are required to provide proof, with date, of when you left Alaska should you need financial assistance with medical care. This can be accomplished by your saving and providing those airline tickets or itineraries to CHS if requested.

Please call CHS at **800-478-1636**, **select option 1 then select the option corresponding to the first letter of your last name** should you have additional questions or concerns. Thank you and have a safe trip.

**Mailing address:**  
ANMC / I-CHS  
4315 Diplomacy Dr.  
Anchorage, AK 99508

**Physical Location:**  
Inuit Building  
4141 Ambassador Dr. #148  
Anchorage, AK 99508

**Office: (907) 729-2470  
or (800) 478-1636  
Fax: (907) 729-2483  
[www.anthc.org/ps/contracthealthsvcs](http://www.anthc.org/ps/contracthealthsvcs)**

This letter is not a guarantee of payment for medical services.

Updated: 9/02/10

**ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

**TANANA CHIEFS CONFERENCE**

---

**CONTRACT HEALTH SERVICES**, 1408 - 19th Avenue, Suite 398, Fairbanks, Alaska 99701-5903

Telephone: 907-451-6682, ext. 3613; 1-800-770-8251, ext. 3613 Fax: 907-459-3813

Hours: Monday through Friday, 8:30 am to 4:00 pm, Alaska Time

Date Issued: Date leaving Alaska: Date returning to Alaska: To:

Thank you for asking about Contract Health funding for emergent medical services while you are outside of Alaska. Tanana Chiefs Conference may cover you for emergency medical services for 180 days (6 months) from the date you leave Alaska. *You may be asked to show proof of the date you departed Alaska.*

Services not funded include non-emergency care, care for conditions you had before you left Alaska, dental care, services received in a foreign country (ask about care in Canada), etc.

Some examples of non-emergency health needs, which are not usually covered:

- |                            |                |                      |
|----------------------------|----------------|----------------------|
| • Urinary tract infections | • Colds        | • Sinus infections   |
| • Diarrhea/Vomiting        | • Minor rashes | • Medication refills |

Here is how to receive funding for your care and other options for you to consider:

⇒ **You must use Indian Health Service clinics and hospitals if they are available to you.**

Take with you proof that you are an Indian Health Service beneficiary, such as your BIA Certificate of Indian Blood or your tribal enrollment card. Corporation cards may not be recognized as proof of Indian Health Service eligibility.

⇒ **In a truly life threatening emergency, get the care you need.**

You then have 72 hours to call Contract Health and request funding. If you use the ER for healthcare that is not an emergency, YOU may be responsible for the bill. The ER is a place where **only** specialized emergency care is received.

Examples of emergency that may be treated in the ER:

- |                 |                 |                                       |
|-----------------|-----------------|---------------------------------------|
| • Heart attacks | • Serious falls | • Severe bleeding                     |
| • Poisonings    | • Serious burns | • Serious injuries from car accidents |

⇒ **You must receive prior funding authorization from Contract Health FOR EACH VISIT if additional visits are needed.**

You may be responsible for paying the bill if you receive care without first having funding approved. When you call

Contract Health for funding authorization, please have the following information available:

1. Name of the CAIHC doctor or nurse and the date and time you spoke with the person
2. Patient's name, birth date
3. Nature of the emergency (diagnosis if known)
4. Name, address, and telephone number of the private doctor, clinic, and/or hospital
5. The appointment date and time or the date(s) care was received
6. Name of patient's insurance company(ies) and policy number(s) or Medicaid number
7. The date you left Alaska and the date you plan to return to Alaska

⇒ **Sign the provider's "Assignment of Benefits" forms.**

⇒ **Give the provider all your insurance information.**

All other payers must be billed before Contract Health can make payment as the final payer.

⇒ **Sign doctor and hospital "Release of Information" forms.** These forms allow the doctor and hospital to send copies of your medical records to CAIHC. Payment cannot be made until these records are received at CAIHC.

I have read and understand the above information.

Have a safe and speedy return to Alaska!

\_\_\_\_\_  
Signature  
cc: CAIHC medical records

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contract Health Services Witness

**ALASKA NATIVE HEALTH RESOURCE ADVOCATE PROGRAM 1-866-575-6757  
THIS NUMBER IS FOR LOCATING I.H.S. CLINICS ONLY!**

CAIHC Travel letter 1-5-12, revised 12/15/03

## State of Alaska Dept of Natural Resources Division of Forestry

### Burn Injury Protocol

#### Filing Procedures and Responsibilities

***The Area must report any event involving death or in-patient hospitalization to the Regional Forester and the Division's Safety Officer within 8 hours.***

The State of Alaska uses the State of Alaska Department of Labor's "Report of Occupational Injury or Illness" (Form 07-6101), and the State of Alaska's "Supervisor's Accident Investigation Report" (Form 02-932, the form # does not appear on the blank form at the end of the chapter) to document work-related injuries and illnesses. When an employee has been, or claims to have been, injured or becomes ill from work-related causes, Form 07-6101 must be completed and submitted immediately to the applicable Finance Section, Area Admin, or Regional Admin. Failure to file Form 07-6101 within the required time may subject the Area/Region's operating budget to a penalty. An employee may file one of these reports at any time. No one has the authority to deny an employee the right to file.

See that copies of the Form 07-6101 and Form 02-932 (Supervisor's Accident Investigation Report) are faxed immediately to the employee's home unit. Copies are also provided to the Division of Forestry's Safety Officer with any personal identifying information such as name, address, or social security number blacked out.

At no time should employees comment on the likelihood of a claim being covered other than to inform the injured or ill party of their financial liability if the claim is determined not to be work related.

Final determination of work-related validity is the responsibility of the Adjustor. It is important that an employee is forewarned that they may be liable for any medical costs incurred if the injury/illness is determined NOT to be work-related. After learning an employee has been, or claims to have been, injured, Form 07-6101 must be completed and submitted immediately to the applicable Finance Section, Area Admin, or Regional Admin. If an employee chooses not to file, the supervisor may file on the employee's behalf, relaying whatever information is available to them.

(see ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK, Chapter 4 for additional information)

The agency administrator or designee for the incident will coordinate with the employee's home unit to identify a Worker's Compensation liaison to assist the injured employee with workers compensation claims and procedures.

DOF Burn Protocol 07-08-2010



**ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

## **Required Treatment for Burn Injuries**

The following standards will be used when any firefighter sustains burn injuries, regardless of agency jurisdiction.

After on-site medical response, initial medical stabilization, and evaluation are completed; the agency administrator or designee having jurisdiction for the incident and/or firefighter representative (e.g. Crew Boss, Medical Unit Leader, Compensation for Injury Specialist, etc.) should coordinate with the attending physician to ensure that a firefighter whose injuries meet any of the following burn injury criteria is immediately referred to the nearest regional burn center. It is imperative that action is expeditious, as burn injuries are often difficult to evaluate and may take 72 hours to manifest themselves. These criteria are based upon American Burn Association criteria as warranting immediate referral to an accredited burn center.

The decision to refer the firefighter to a regional burn center is made directly by the attending physician or may be requested of the physician by the agency administrator or designee having jurisdiction and/or firefighter representative.

The person responsible for making the referral to a regional burn center shall use sound professional and medical judgment in making this referral. The following burn injury criteria may be used as a guide in making the referral:

### **Burn Injury Criteria**

- Partial thickness burns (second degree) involving greater than 5% Total Body Surface Area (TBSA)
- Burns (second degree) involving the face, hands, feet, genitalia, perineum, or major joints.
- Third degree burns of any size are present.
- Electrical burns, including lightning injury are present.
- When there is any doubt as to the severity of the burn injury, the recommended action should be to facilitate the immediate referral and transport of the firefighter to the nearest burn center.

Additional guidance regarding federal employees and a list of possible burn care facilities may be found at: <http://www.blm.gov/nifc/st/en/prog/fire/im.html>

Link to the Interagency Standards for Fire & Aviation Operations 2010; see Chapter 7 for additional burn injuring information.  
[http://www.nifc.gov/policies/red\\_book.htm](http://www.nifc.gov/policies/red_book.htm)

DOF Burn Protocol 07-08-2010